

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 18 June 1951

FROM : Chief, Administrative Services

SUBJECT: Proposed Transfer of Shipping Function

1. Reference the attached memorandum dated 29 May 1951 to the Advisor for Management from [REDACTED] Subject: "Analysis of Procurement and Shipping Procedures".

25X1A

2. The Chief, Administrative Services, does not concur for the following reasons:

(a) The shipping function is now being performed satisfactorily, and there are no existing difficulties except minor problems of procedure. The correction of procedures does not necessarily dictate the necessity for the transfer of the function to the Procurement Office. The procedures relate to:

(1) The issuing of cargo numbers by the Procurement Office, which should be done by the Shipping Branch. Administrative Services has already taken action internally to change this procedure.

(2) [REDACTED]

25X1C

advance of the date that a determination is made as to the exact destination. Therefore, under these circumstances, shipping instructions could not be given except by separate memorandum. Also, by a mere change in the procedure and coordination between the Procurement Office and the Shipping Branch when this problem does exist, it can be simply handled. The following is an analysis of shipments handled by the Procurement Office and the Shipping Branch during the months of March, April, and May 1951:

25X1C [REDACTED] cargo moved by Letter Order:

March	-	1	
April	-	3	
May	-	<u>5</u>	9

25X1C [REDACTED]

March	-	25	
April	-	10	
May	-	<u>16</u>	51

25X1A [REDACTED] cargo moved through other channels:

March	-	80	
April	-	240	
May	-	<u>246</u>	566

Personal shipments moved:

March	-	70	
April	-	75	
May	-	<u>118</u>	263

Grand Total - - - -889 shipments

~~SECRET~~

-6624

25X1A

It will be noted that those [REDACTED] shipments moved by letter order, which is the type of situation that the attached survey points out as a problem, represent approximately 1% of the total shipments handled during this 3-month period.

- (b) From the table under (a)(2) above, it will be noted that the personal shipments moved by the Shipping Branch amount to slightly less than 30% of the total shipments handled. The movement of personal goods is an integral part of the personnel transportation function; and as soon as space will permit, it is intended that the Shipping and Travel Branches will occupy contiguous space. In this connection, many of the personnel going overseas have as high as two or three individual personal shipments. The efficient performance of this function requires the close coordination between the personnel transportation function and the shipping function.

25X1A

- (d) The attached survey states that the proposed transfer of the shipping function to the Control Group, Procurement Office, would eliminate a duplication of records. This statement obviously is an expression of opinion, not a fact; and the duplication of records cannot, as a practical matter, be eliminated even under the merger proposed. The only instance in which duplication of records could be eliminated is after the shipment of goods has actually been completed and receipt therefor received.

3. In conclusion, it appears that the only things to be corrected are a few minor problems of procedure and that the disadvantages to the proposed transfer far outweigh the advantages. I therefore recommend that the Shipping Branch remain as an activity of Administrative Services.

Attachment

25X1A9a